

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **ECFIN-CEF-CPE-01** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Heinz JANSEN**  [**Heinz.Jansen@ec.europa.eu**](mailto:Outi.Slotboom@ec.europa.eu)  **+32 2 29 53894**  1  **4th quarter 2023 [[1]](#footnote-1)**  **2 years1**  **☒** **Brussels** □ **Luxemburg** □ **Other: ……………..** |
|  | **☒**   **With allowances** □ **Cost-free** |
| **This vacancy notice is also open to**  **□    the following EFTA countries :  □ Iceland □ Liechtenstein □ Norway □ Switzerland  □ EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) □    the following third countries: □    the following intergovernmental organisations:** | |

**1. Nature of the tasks**

In a friendly, challenging and dynamic work environment, the Secretariat contributes to the efficient preparation and follow-up of the meetings of the Economic Policy Committee (EPC), the Economic and Financial Committee (EFC), their working groups and sub-committees, and of Eurogroup and Ecofin Council meetings.

The jobholder will prepare and follow in particular structural policy issues in EU economic policy coordination and surveillance in the Economic Policy Committee and its working groups and, as relevant, other economic or fiscal policy issues. The tasks will include:

* Preparation of meetings of the Economic and Financial Committee (EFC) and the Economic Policy Committee (EPC), one or several of their working groups and sub-committees.
* Preparation of briefing and speaking notes for the Committee, working group and sub-committee Chairmen for Committee and Council meetings; preparation of draft Council conclusions, Committee reports and Secretariat issues notes in the area of economic and fiscal surveillance, in particular structural policies, and other policy issues covered by the committees.
* Development and implementation of the work programmes of the EPC and EFC and one or several of their sub-committees and working groups.
* Liaison with stakeholders notably the Council Presidency, the Council Secretariat, the Chairs of the committees, working groups and sub-committees and with the Commission, and members of the committees, working groups and sub-committees.

This exciting work will give the successful candidate the opportunity to enjoy a fast-moving international environment, and to develop hands-on knowledge and skills on EU economic policy making. The work will involve both economic analysis and strategic thinking to take forward the policy initiatives.

**2. Main qualifications**

**a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

• Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD;

• Seniority: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year before the secondment;

• Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

**b) Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

in the field(s) : economics.

Professional experience

Economist with a good background in macro-economics and in the economic policy coordination processes at EU and global level. The candidate should have a good understanding of the Commission and/or Council working procedures and preferably have experience with the work of the Ecofin Council and its committees.

S/he should be flexible, pro-active, a very good team player and able to identify political priorities for the work of the Committees. The ability to effectively plan and organise work, to structure and process complex information and interpret results orally and in writing, to build and maintain partnerships with stakeholders, and to work independently without close supervision are the key competencies to be successful in this role. Strong communication and drafting skills and the ability to work on a broad variety of economic issues are essential.

Language(s) necessary for the performance of duties

English is the main working language and the ability to communicate and draft effectively in English is a must.

**3. Submission of applications and selection procedure**

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward it to the competent services of the Commission within the deadline fixed by the latter.The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to add any other documents(such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

Candidates will be informed of the follow-up of their application by the unit concerned.

**4. Conditions of the secondment**

The secondment will be governed by the **Commission Decision C(2008)6866 of 12/11/2008** laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the application may be cancelled.

Staff posted in a **European Union Delegation** are required to have a security clearance (up to SECRET UE/EU SECRET level according to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**5. Processing of personal data**

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)